



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-1 Effective Date: 09/01

SUBJECT: **REQUESTING PERSONNEL**

PURPOSE:

To establish a uniform and systematic procedure for requesting the Human Resources Department to recruit for vacancies within City departments.

DEFINITIONS:

Promotional Recruitment - A recruitment in which only City employees (must be on City payroll), regardless of current position or status, are allowed to compete.

Open Recruitment - A recruitment in which candidates from inside and outside City employment are recruited.

POLICY:

The Human Resources Department shall establish and maintain, as needed, lists of qualified candidates to enable departments to fill vacancies in a timely manner.

Departments wishing to fill an opening for a new position or a replacement vacancy shall complete a P-1 (Personnel Requisition Form 131-1) and forward this form to the Office of Management and Budget. The Office of Management and Budget shall verify that the position requested has been authorized and approved and that a vacancy exists. They shall then forward the P-1 to the Human Resources Department.

The requesting department should indicate on the P-1 the type of recruitment desired (e.g. "Open" or "Promotional") if a current eligibility list does not exist for the position requested. A promotional recruitment can occur only after taking into consideration the availability of protected class employees possessing requisite skills. Any promotional recruitment which fails to attract at least three (3) qualified candidates may be reopened to outside candidates. The requesting department shall also indicate on the P-1 any special conditions of employment such as shift work, permanency of assignment, or need for second language proficiency.

PROCEDURE:

Responsibility	Action
Requesting Department	1. Prepares a P-1 (Personnel Requisition Form 131-1) to fill the vacancy, and submits forms to the Office of Management and Budget.
Office of Management and Budget	2. Approves the recruitment of the position and forwards to the Human Resources Department. 3. Checks Position Control to verify that a vacant position exists and assigns position number.
Human Resources Department	4. Contacts requesting department to review applications from existing eligibility list with screening criteria. or 5. Recruits promotionally or openly for qualified candidates; tests as needed; establishes eligibility list. 6. Certifies eligibility list to requesting department within guidelines established in the Testing, Certification, and Eligibility Lists policy.

Attachment:

1. Personnel Requisition (P-1) (131-1)